September 4,2000

To: Staff Members

From: Susan Wilson, librarian

Re: Start-up Collection

Mr. McGill has just notified us that Follett has been awarded the bid to supply our library with the start-up collection. To say that monies are limited is an understatement. Please discuss proposed books pertinent to your curriculums with members of your department. For this year, request only volumes that are necessary to support your curriculum. Last year Laura Jenkins suggested certain topics that were heavily used in the High School South. Bibliographies have been prepared in those areas. I will get copies of them to someone in your department this week for you to look over. Highlight those books that you want included in our order. On a separate paper, list any other titles that you wish to order. Include as much bibliographic information as possible. You may also suggest instructional areas. I will prepare bibliographies in those areas and give them to you for consideration.

We have an open purchase order with the Business Office until all monies are used. I would like to begin placing orders ASAP. Let's tentatively set a deadline of September 15th for staff requests. You are welcome to see me at any time. The library is located at the end of the first floor wing across from the Gymnasium. I believe it is the only empty room in our school.

Today the Intermediate School Library begins installation of shelving and furniture. Our library follows and should be completed by the end of next week. CIS is next with the set-up of our computers and installation of software.

My goal this year is to create a facility with a positive atmosphere designed to aid both students and staff in meeting their educational goals. I look forward to meeting you.

Susan Wilson, Librarian